



COMMONWEALTH OF KENTUCKY  
**OFFICE OF THE SECRETARY OF STATE**  
ALISON LUNDERGAN GRIMES

**MEMORANDUM**

**JAN 25 2013**

**TO:** U.S. District Court Clerks  
Kentucky Circuit Court Clerks

**FROM:** Lindsay Hughes Thurston  
Assistant Secretary of State

**DATE:** January 22, 2013

**RE:** INCREASE OF FEES FOR RESTRICTED DELIVERY SERVICE OF PROCESS

The Office of the Secretary of State serves process on out-of-state residents pursuant to KRS 454.210. This statute requires that service be sent by certified mail for \$10.00.

However, some parties choose to send their service of process by **certified mail restricted delivery**. This office accommodates such requests as long as the requesting party pays the restricted delivery mailing fee in excess of the \$10.00 statutory fee. Although this office manages costs and tries not to pass on every fee increase, impending changes in the U.S. Postal Service's fee schedule necessitate a change in this office's structure as well.

Effective January 27, 2013, the USPS will increase the restricted delivery charge to \$4.75; the Office of the Secretary of State will increase its fee for restricted delivery to \$4.75 on that same day. Thus, each request to send service of process by restricted delivery that is received by this office on or after January 27, 2013, should be accompanied by a check or money order for \$14.75 (the statutory fee plus the restricted delivery fee).

We appreciate your office providing notice of this change to any parties who may wish to use restricted delivery. We will return to sender for additional funds all insufficient fees that we receive on or after January 27, 2013.

Thank you for your cooperation in informing your clients of this increase. Please contact Jeremy Foster at 502-782-7441 or [Jeremy.Foster@ky.gov](mailto:Jeremy.Foster@ky.gov) or Mike Owens at 502-782-7446 or [Mike.Owens@ky.gov](mailto:Mike.Owens@ky.gov) if you have any questions about this fee increase.